

Complaints and/or Appeals Form

Submitted by		Email	
		Mobile	
Training or Assessment Details / Location			
Trainer / Assessor			
Course Name			
Course Code		Date / Time	
Nature of complaint or appeal			
Details of complaint or appeal			
Detail your proposed solution, if any			
Signature		Date	

Save a copy of your completed form, attach to an email with additional information if needed and submit to:

CEO, Phillips Institute
train@phillips.edu.au

A representative of Phillips Institute will contact you within two business days of receipt

OFFICE USE ONLY:

Date received:		Received by:		Referred for action to:	
Course of Action required:					
Date of resolution:		CEO's signature:			